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Sent: Wednesday, June 27, 2012 3:33 PM
To: MDE-SchoolNutrition
Subject: Weekly News from MDE 062712

This week the news will be mainly a single topic – 6 Cent Certification. In addition, there is a “Hold the Date” for an August training we are planning. Therefore, all but the last of the following points refer to the 6 Cent Certification process. While it is not a simple process, you will need to complete it only once (assuming you pass validation reviews and future administrative reviews). After your menus have been approved and certified, you will be eligible to receive 6 cents for every lunch served. School Food Authorities (SFAs) are eligible beginning October 1, 2012, to receive this additional funding if their menus have been certified. Let’s move to some guidance:

- 1) MEGS+ - The actual certification process will eventually be completed in MEGS+. The links to the various worksheets we provide in this email will allow districts to access the Excel worksheets which will then be able to be uploaded into the MEGS+ application once it is available.
- 2) United States Department of Agriculture (USDA) Memo – Here is the link to the recent USDA memo:
http://www.michigan.gov/documents/training/SP34-2012s_6_Cent_Certification_390259_7.pdf. This memo describes the various tools and information made available to states and local school districts. The attestation page will be included in the MEGS+ application.
- 3) Menu Certification Options – School Food Authorities (SFAs) have two options to obtain certification for the additional 6 cents:
 - Option 1: SFA submits one week menus, menu worksheet, and nutrient analysis of calories and saturated fats. This nutrient analysis must use a USDA approved nutrient analysis software. SFAs that choose this option must submit one week of each distinct menu type, by age/grade group, and a detailed menu worksheet for each menu showing food components and quantities by reimbursable meal.
 - Option 2: SFA submits one week of menus, menu worksheet, and uses the simplified nutrient assessment included in the Excel Menu Certification workbooks. The same requirements apply as far as submitting each unique menu by age/grade group along with the detailed worksheet. However, with Option 2 you will continue on to the tabs at the end of the workbook which includes this nutrient analysis portion. You must fill in calories and saturated fat for each entrée on your menu.
- 4) Workbook Specifications – This document presents excellent guidance on what type of information you must collect in order to complete the

workbooks and specific guidance on the various requirements for being in compliance with the new meal pattern.

http://www.michigan.gov/documents/training/SP34-2012_Specifications_390257_7.pdf.

- 5) Worksheet Directions – This helpful document http://www.michigan.gov/documents/training/SP34-2012_Worksheet_Directions_390258_7.pdf from USDA gives you instructions on how to complete the worksheets required for certification. The directions in this document are specifically for grades 9-12. Directions for the other grade groups can be found on the first tab of the corresponding workbook. You must complete the menus and worksheets for each grade group for both lunch and breakfast. In addition, if you run separate menus, for example, at each of your three elementary schools, you are required to submit worksheets for each unique menu.
- 6) 6 Cent Excel Certification Tools – If you click on this link http://www.michigan.gov/mde/0,4615,7-140-43092_50144-281153--00.html, you will be taken to a page where you can select any (and all!!) workbooks to work on using the directions made available. Again, you must complete at least one workbook for each grade group; however, note it is possible to complete a lunch menu that would include K-8, if you carefully write the menu to meet the requirements of the two grade groups included in this workbook. In addition, breakfast could include K-12 since it is based on the current year's meal pattern. Be aware though that the menus submitted must accurately reflect what is being served at the respective school(s). For example, you can't submit an "elementary" menu for the entire district with limited choices if the menu at the high school includes multiple entrée/fruit/vegetable/grain choices. Be sure to save your work frequently as you work on this project. And be sure to save the different files with different names that will reflect the grade groups and your district (i.e., Lunch 9-12 Anywhere District).
- 7) Simplified Nutrient Analysis – The lunch workbooks actually contain two different functions – the first part is required of all SFAs. This is the part where you enter all your meals and then fill out your weekly menu by day. The workbook will help you make sure that all requirements of the new meal pattern are being met. The second part is an optional Nutrient Analysis for those schools choosing Option 2. Here is a link to instructions on how to complete - http://www.michigan.gov/documents/training/SP34-2012_Nutrient_Assessment_Directions_390256_7.pdf.
- 8) The "SFA Notes" Tab – While you can type in any information that may help you complete this project on this page, we want you to at a minimum to insert the names of the schools that are included in the respective worksheet. For example, if you have two high schools that run different menus, enter the name of the specific high school that the workbook includes.

9) Helpful Hints – While we don't know all of the quirks of the Certification Workbooks, we have discovered some tips that may help you fill these out:

- The first is to realize the worksheets are generally large and so you will need to do a significant amount of scrolling in order to see all parts of each tab in the worksheet.
- Another helpful tip is for you to use the zoom tool at the bottom right of the Excel worksheet. It allows you to zoom in or out which can also be helpful in seeing more (or less) of the spreadsheet as you work to make sure everything has been completed.
- A very helpful hint that was built into the menu portion of the workbook is when proper items/quantities are properly filled in, the box it relates to will turn green. If there isn't correct information, the box will appear red. Do not submit any workbooks that include red boxes. Please be sure to follow through on the cause of these errors.

10) Training Opportunities – We expect to have training during the summer once we have our review team in place. In addition, USDA will be providing training materials as well (videos/webinars). As they become available, we will share this information with you.

11) Wow! – Yes, I realize these spreadsheets are quite involved and will likely take considerable time (and patience) to complete. Just remember, once your menus are certified, you will be eligible to receive 6 cents for every lunch served (starting October 1, 2012). This is a one-time process to collect the additional reimbursement. Assuming you pass future reviews that confirm you continued to follow the new meal pattern, you will continue to receive the reimbursement in each subsequent year....it will even be adjusted for inflation!!

12) Questions – Once you receive this email, you will, for the most part, have all the information we have at this time. I understand further guidance and training will be needed and we hope to provide additional training when we are fully staffed.

13) Hold the Date – August 21-23 we are planning on having training here in Lansing. The tentative agenda for these days are:

- a. August 21 – 8:30 – 12:00 New Meal Pattern Training
1:00 – 4:30 6 Cent Certification Training
- b. August 22 – 8:30 – 4:00 School Meals Program Requirements Training
- c. August 23 – 8:30 – 3:00 Continuation of School Meals Program Requirements Training

So at least take a look at the Excel workbooks you will need to complete as part of the 6 Cent Certification process. Complete as much as you can at this point and we will be providing further guidance in the near future.

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